



## Development Supervisor

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### Details

**Job ID :** 307

**Title :** Development Supervisor

**Job Code :** 1406

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

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### Job Departments

- Technology Services

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### Purpose

RESPONSIBLE FOR THE SUPERVISION OF PERSONNEL AND PROJECT MANAGEMENT OF DAY-TO-DAY ACTIVITIES  
WITHIN SECTION

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN A COMPUTER RELATED FIELD
- 3 YEARS OF RELATED EXPERIENCE MUST BE PROFESSIONAL EXPERIENCE IN SYSTEM ANALYSIS OR COMPUTER
- OPERATIONS

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- SUPERVISE EMPLOYEES
- ENSURE THAT SECTIONS GOALS, TIMELINES, AND PROCEDURES ARE CONSISTENT WITH AND SUPPORT DEPARTMENTAL GOALS, TIMELINES, AND PROCEDURES
- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMERS
- COORDINATE EFFORTS OF SECTION WITH OTHER DEPARTMENTAL SECTIONS
- MAINTAIN DAILY COMMUNICATION WITH USERS OF THE COMPUTER SYSTEMS
- MAKE RECOMMENDATIONS TO MANAGEMENT ABOUT SOFTWARE AND HARDWARE NEEDS
- ASSIST IN POLICY DEVELOPMENT AND ENFORCEMENT- OF INFORMATION SYSTEMS PROCEDURES, TECHNIQUES AND METHODS
- OTHER DUTIES AS ASSIGNED